



County of Galveston

Human Resources

JOB POSTING NOTICE

Galveston County is seeking a new Department Head for the Personal Bond Office and Collections Department!

JOB TITLE: Director

DEPARTMENT: Personal Bond and Collections Office

ANNUAL SALARY: \$65,000

JOB GRADE: N/A

OFFICE ADDRESS:

600 - 59th Street
Galveston, Texas 77551

OFFICE HOURS:

8:00am to 5:00pm,
Monday – Friday

PHONE: (409) 770-5418

FAX: (409) 770-5351

WEBSITE: <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx>

BENEFITS:

- Medical
- Dental
- Vision
- Disability
- TCDRS
- AUL Alternative Plan to Social Security

TO APPLY:

To apply please visit our website: <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx>
and fill out our online application or apply in person at 722 Moody, 3rd Floor Human Resources Office.

*****Candidates without the required skills listed below will not be considered*****

QUALIFICATIONS/REQUIRED SKILLS

- JD/MBA OR 10+ year Criminal Justice background or Legal Collections or Judicial Administrative experience.
- 5+ years of Management Experience
- Excellent Computer Skills
- Excellent Customer Service Skills
- Excellent Decision Making & Problem Solving Skills
- Excellent oral and written communication
- Must possess a valid Texas Driver's License
- Must pass Criminal Background check

RESPONSIBILITIES INCLUDE

- Directing and managing the Personal Bond Department and processes for Galveston County.
- Managing the overall operations and compliance of the Galveston County Collections Improvement Program.
- Managing the County Law Library
- Managing a team of 8+ employees

Date Posted:

6/8/2016

ADA/Equal Employment Opportunity Employer/VETS WELCOME